

COMMUNICATIONS AND ADMINISTRATION MANAGER

APPLICATION PACK

The Multi-Story Orchestra are looking for someone to join our organisation as a Communications and Administration Manager.

The role will be responsible for creating, implementing and overseeing a communications strategy that effectively promotes Multi-Story's shows and our organisation across a variety of communications platforms, as well as engages our members and grows our membership numbers and commercial partners.

Working alongside our Executive Director, this role will also be responsible for overseeing a number of general administration tasks as required. For this position, we're looking for a self-motivated candidate who is comfortable multitasking and working responsively to the requirements of a small and dynamic organisation. As we expand the depth and scope of our work, this position will play a key role in the next stage of our creative and organisational development.

This pack details information about The Multi-Story Orchestra, the role and the particular skills we are looking for.

Please visit our [website](#) to find out more about our work.

THE
MULTI
STORY
ORCHESTRA

AUDIO APPLICATION PACK



WHO WE ARE

WE ARE THE MULTI-STORY ORCHESTRA

The Multi-Story Orchestra enables young people to tell their own stories through music and be part of incredible live performances.

We perform in car parks, creating extraordinary performances, telling stories, and unleashing creativity.

We started back in 2011, when composer Kate Whitley and conductor Christopher Stark wanted to find new ways to play orchestral music that would escape formal concert halls.

The Orchestra started playing at Bold Tendencies in Peckham, where we now are every summer.

We broadcast the first ever BBC Proms performance from a car park in 2016, and have also performed in other car parks around the UK – in Gloucester, Ipswich, Birmingham, Portsmouth, Croydon and more.

Our performances bring together amassed choirs and instrumentalists to give incredibly moving musical experiences that celebrate the local community. We believe everyone should be able to be involved in music and be creative so we go into schools to create ensembles that involve everyone.

A few years ago, some of our young people started making a piece of music in response to the death of a pupil from their school. We created a piece called ‘The Endz’ to give their perspective on gang culture through music. This was an incredibly powerful piece, and led us to start making music in ways that develop young people into leaders and enable them to tell their own stories through music. We believe that the most powerful art is created through this.

OUR GOAL IS TO CREATE WAYS THAT ORCHESTRAL MUSIC CAN BE INCLUSIVE AND ACCESSIBLE FOR EVERYONE.





THE ROLE

COMMUNICATIONS AND ADMINISTRATION MANAGER

Multi-Story is excited to be seeking a Communications and Administration Manager to create, implement and oversee our communications strategy.

We deliver around 15 live events a year, working with professional musicians and young people to perform in car parks and concert halls across the country.

This is an exciting opportunity to take a key role in a small, innovative organisation and have a real impact on people's lives through music. Over the last few years we have developed a new strategy around creatively developing and empowering our musicians and young people. This has resulted in an increase in the scope and scale of our work as we joined the Arts Council National Portfolio last year.

This role will be responsible for developing and implementing strategic marketing plans to generate ticket sales to Multi-Story events as well as increasing awareness of our work, converting this to increased membership for the organisation. They will oversee the creation and distribution of content across various platforms, ensuring a consistent and engaging brand voice.

The role will manage a range of Multi-Story's public relations, including media outreach, press releases, working with external PR firms and cultivating relationships with journalists to secure coverage.

They will be responsible for both internal and external communication, and will host weekly marketing meetings to involve other team members in our marketing efforts, leveraging the input and skill set of all staff in our organisation.

We're also looking for someone with the willingness and ability to take on general administration for the organisation. As a small and dynamic orchestra, we require staff members to work across a range of tasks. This role will work closely with our Executive Director to complete a range of general administrative tasks as required; including monitoring our company inbox and responding appropriately, ordering new office supplies when necessary, assisting with onboarding and recruitment processes and assisting with logistical organisation of meetings. We're not necessarily looking for candidates with experience in this but a willingness to take responsibility for the administration of the company is key.





JOB DESCRIPTION

COMMUNICATIONS AND ADMINISTRATION MANAGER

Marketing and Communications

Develop and implement strategic marketing plans to generate ticket sales and drive awareness of our work.

Work with the Executive Director to develop and implement membership a strategy to increase donations from MSO members and cultivate new partners.

Develop Multi-Story's audience across a range of social media platforms, ensuring that our work is reaching local audiences.

Develop and implement our brand style and guidelines.

Manage other team members contributing to Multi-Story's social media campaigns.

Maintaining Multi-Story's website - updating & creating content as needed to promote our work.

Writing press releases and working with PR companies where appropriate to promote our shows and wider work.

Inviting guests and other contacts to our events.

Putting events on listings websites.

Organising the creation of flyers, posters, programmes and any other marketing materials as needed.

Writing our monthly newsletter.



JOB DESCRIPTION

COMMUNICATIONS AND ADMINISTRATION MANAGER

Administration

Responsible for monitoring the company inbox and ensuring swift, accurate and appropriate responses.

Ensuring policies and procedures including health and safety, HR, safeguarding, DBS are up to date and alerting Executive Director of any updating requirements.

Administering HR and recruitment processes.

Logistical administration of company and board meetings and preparing agendas and papers when required.

Any other operational or administrative matters.

Participate in board sub-committees as appropriate.

Maintain the company's digital subscriptions, data privacy and contracts.

Projects

Creating contract and partnership agreements with venues and musicians.

Other

Assisting the events team during shows when required.

Attend music-making sessions and rehearsals as required.

Reporting at board meetings.

Undertake other tasks that may be reasonably required within this role.





OUR IDEAL CANDIDATES HAS

COMMUNICATIONS AND ADMINISTRATION MANAGER

Essential

A strong track record in delivering a comms strategy across a variety of platforms.

Experience in working with marketing budgets.

Desire to stay abreast of marketing trends and the ability to apply them to reach new audiences.

Ability to work effectively in a small team,

Excellent communication and collaboration skills.

A high level of self-motivation.

A commitment to Multi-Story's vision and values, especially a demonstrable commitment to equality, diversity and inclusion.

Desired

Experience of working in an administrative role within a small organisation.

Experience of working in charity administration.

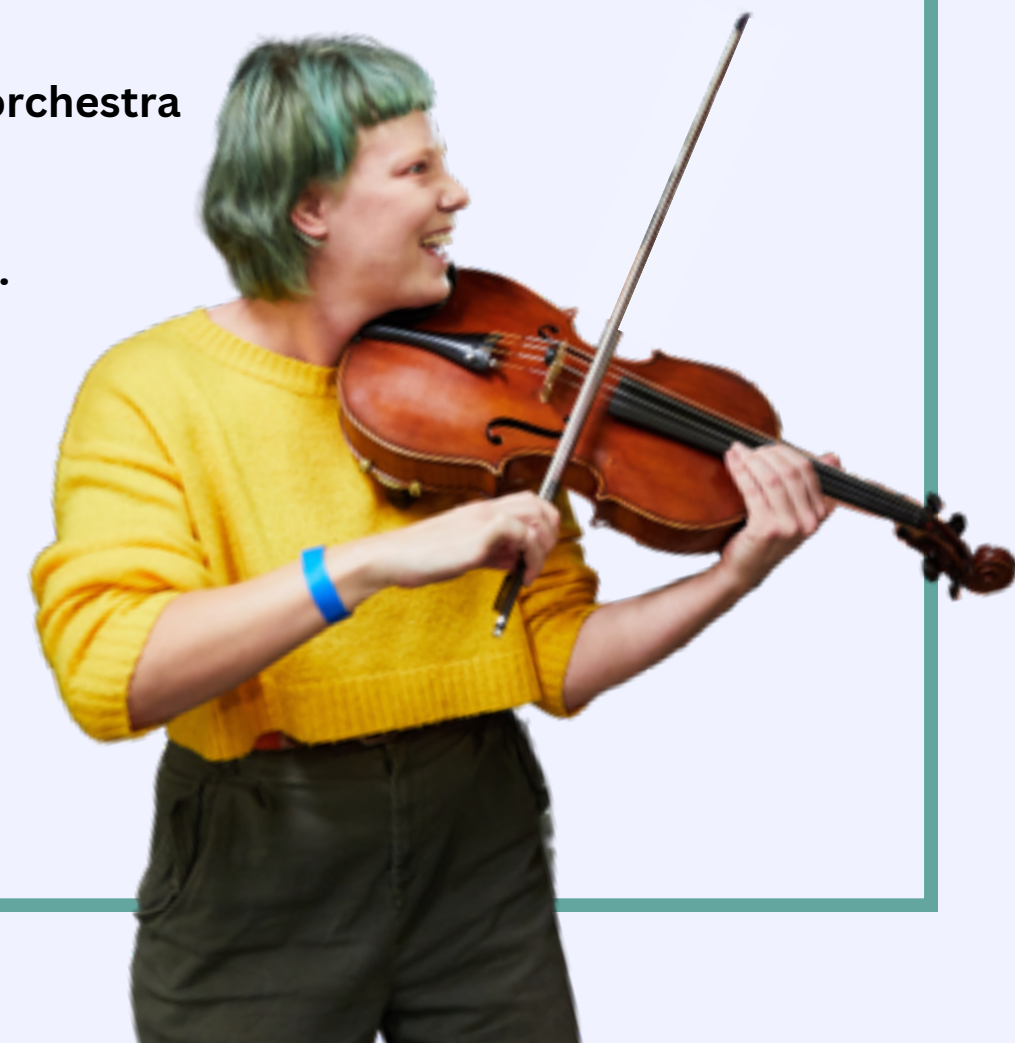
Experience of growing an organisational membership scheme.

You do not need to have worked with an orchestra before.

You must have the right to work in the UK.

The position requires candidates to undertake a regular DBS check.

We are committed to promoting the welfare and safety of the young people and vulnerable adults that we work with. We expect all staff to share this commitment.



APPLY

Job Title: Communications and Administration Manager

Contract: 4 Days Per Week, 1 Year Fixed Contract

Salary: £32,000 pro-rata

Line Manager: Executive Director

Location: Our office is currently based in Brixton, London.
Hybrid working, 2-3 days in office expected.

Holiday: 28 days per year, plus bank holidays, pro-rata.

Probationary period: 2 months, during which the notice period will be one week. The notice period will then increase to 1 month.

To apply: Please submit a CV and a cover letter to
jobs@multi-story.org.uk

Application Deadline
Sunday 18th February

Interviews
Monday 26th February

THE
MULTI
STORY
ORCHESTRA

MULTI-STORY MUSIC IS A CHARITABLE
INCORPORATED ORGANISATION REGISTERED IN
ENGLAND AND WALES.
**CHARITY REGISTRATION
NUMBER: 1155847**



